

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040051-7

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 116

1. TITLE OF REPORT (if a fill-in report include Form No.)

TSD SUB SORT (EQUIPMENT)

2. TYPE
OF
REPORT

☐ STATISTICAL

☐ NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☐ TRAINING

☐ LOGISTICS

☐ SECURITY

☐ MEDICAL

☐ FINANCE

☐ ADMIN. GENERAL

☐ OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Bimonthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Print-Out

8. ADP PROCESSING

☒ YES

☐ NO

IF YES GIVE ADP PROCESSING NO.

N/A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/TSD

10. PREPARING COMPONENT (include lowest level contributing information to report)

TSD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

\$309.00

TOTAL COSTS PER YEAR

\$309.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

IBM print-out.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐

CHANGE

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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FORM 9-70

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Classification